

Developmental Disabilities Council
Reading Cover Page

Date: January 17, 2008

Meeting: Governance Committee

Reading Number: 08-G-02

Issue: Council Budget Development Policy

Included in this reading:

Draft of Council Budget Development Policy

Background/Summary:

At the last meeting the Committee reviewed and made changes to the policy. The Committee also voted to advance it for final review by the Full Council.

Action: Final, final review for action by Full Council.



Policy No. 404

Council Budget Development Process

Draft 2: December 7, 2007

- 1. The Council Budget is developed during the State Plan Development Process (see Policy 415.)**
- 2. Staff develops a draft State Plan budget for Council Administration, State Plan Implementation and contracted projects based on historical costs and any known cost increases.**
- 3. Annually, at the July meeting, the next Year's State Plan Budget is approved by the full Council.**
- 4. Annually, at the January meeting, the status of the current year federal grant**

and the two previous federal grants is presented to the Council.

- 5. If there are any savings in the budget, the Council assigns funds to un-funded performance targets first, next to new/emerging issues or opportunities, third to the Discretionary Fund projects (see Policy 408).**
- 6. The Council delegates to the Workgroups the ability to move budget amounts around within their workgroup budget to redirect funds towards achieving performance targets in their assigned area of the State Plan without approval of the full Council.**
7. Substantial changes, Workgroup's adding Performance Targets or projects, responding to federal cuts, responding to new/emerging timely opportunities or unforeseen budgetary impacts are presented at either the January or July meetings for full Council approval.

- ~~7. Workgroups identify performance targets and activities for the Three-Year Plan.~~
- ~~8. Staff develops a draft three-year budget, based on the activities identified by Workgroups.~~
- ~~9. Workgroups and the Planning & Public Policy Committee (and other committees if they have items in the budget) review the three year budget.~~
- ~~10. Full Council approves the three-year budget (this is also considered the approval of the first annual budget).~~
- ~~11. Workgroups and the Planning & Public Policy Committee (and other committees if they have items in the budget) do a six month review of the annual budget, and any previous Federal Fiscal Years currently in operation.~~

~~12. Full Council approves annual budgets for the second and third years of the Three Year Plan.~~

~~13. Full Council approves any changes made to the budget between annual approval dates, with the exception of #8 below.~~

~~14. The Council delegates to the Workgroups the ability to move funds within a Life Goal Area without Council approval, if it does not involve a change in performance targets. (Changes to performance targets, or adding new performance targets, must be approved by the full Council.) Workgroups will report these changes to the Council budget at the next full Council meeting, as well as noting the action in their minutes.~~